



By Worksymphony

**RUTER**

AI-powered Recruitment & Workflow  
Platform



Wardiere Inc.

# Table of Contents

- 01** Introduction
- 02** Getting Started
- 03** Features
- 04** Plans & AI Prompt Limits
- 05** FAQs
- 06** Support

A series of thin, yellow, wavy lines that flow from the left side of the image towards the right, creating a sense of movement and modern design.

# INTRODUCTION

Welcome to Ruter, your all-in-one AI-powered HR and Recruitment platform designed to simplify, automate, and optimize the hiring process.

In today's fast-paced business environment, managing talent acquisition can be overwhelming — from handling resumes and shortlisting candidates to scheduling interviews and ensuring smooth onboarding. Ruter solves this challenge by providing a centralized platform powered by Artificial Intelligence that works smarter, faster, and more efficiently than traditional HR tools.

With Ruter, you can:

- Collect and manage resumes seamlessly.
- Automatically match candidates to job descriptions.
- Use AI-driven insights to shortlist top talent.
- Communicate effortlessly with candidates and hiring teams.
- Save time and reduce hiring costs with automation.

Our goal is simple: help businesses focus less on paperwork and more on people. Whether you are a startup, an enterprise, or a growing company, Ruter empowers your HR team to work smarter, stay organized, and make better hiring decisions.

# Getting Started

Ruter is designed to be intuitive and easy to set up, so you can start streamlining your hiring process right away. Follow these steps to get started:

## 1. Get Your Account

- Visit the Ruter page.
- Contact the company they will explain you the plan choose from it
- They will ask for the Info and they will provide the Admin login to you
- Use that Login detail to login into software
- 

## 2. Set Up Your Recruiter Profile

- Create the your team login and share them
- Recruiter will able to login using that detail provided by their Admins
- 

## 3. Add Job Openings

- Go to the Job Openings tab.
- Click Create Job and enter details such as job title, description, required skills, and location.
- Or you can directly Upload the Jd in the Ruter using upload Jd Button

# Getting Started

## 4. Collect & Manage Resumes

- Go to Candidate Tab you can see Upload Candidate use that button to upload the resume you have please make sure the resume are word doc or pdf **kindly avoid images etc**
- If the Resume is IMP and not uploaded using upload button use manual upload
- Ruter automatically extracts candidate information (skills, experience, contact).
- 

## 5. Use AI-Powered Shortlisting

- Now go to Job openings tab go to that Jd click on View/Edit
- You will see AI Matching button using loop through the Database of your resume and find the perfect Match
- Save time by focusing only on top-matched profiles.
- Match Recent button is used to match particular Candidate upload by the recruiter clicking that button

## 6. Engage with Candidates

- Check the candidate and click the candidate accordian it will open have three icon Thumps up ,down,rejected
- When Click thumps up Candidate will automatically get shortlist and attached to JD in which can be View in view Shortlisted Candidate
- 

## 7. Collaborate with Your Team

- Collect feedback directly inside the platform.
- Approve, reject, or shortlist candidates with one click.

# Getting Started

## 8. Manage Hiring Pipeline

- Go to the Shortlisted Candidate you can see hiring dropdown which is link to the recruiter which it belongs
- You can see each recruiter performance in User Report and see thier candidate process

## 9. Monitor Your Hiring Dashboard

- View real-time analytics on applications, interviews, and hires.
- Generate reports to track recruitment performance.
- Identify bottlenecks and improve hiring strategies.



# FEATURES



## 1. AI Resume Matcher

- Upload resumes in bulk and let Ruter's AI automatically parse them.
- Smart matching against Job Descriptions (JDs) with ranking scores.
- Advanced filters: skills, location, company, experience, and role.

## 2. JD Parsing & Summarization

- Upload Job Descriptions and let AI summarize them for quick review.
- AI-driven similarity scoring between JD and resumes.
- Store both original JD and summarized version for flexible usage.

## 3. Candidate Dashboard

- Modern UI with "Add New Candidate" option.
- Organize candidates with tags, filters, and advanced search.
- Quick view for each candidate's resume, skills, and status.

## 4. Hiring Pipeline Management

- Track candidate progress: Applied → Shortlisted → Interviewed → Hired.
- Assign hiring stages and update status in one click.
- Role-based permissions for HR, Recruiters, and Managers.

# FEATURES



## 5. AI Usage & Plan Management

- Companies can select plans (Lite, Pro, Premium) with AI prompt limits.
- Real-time usage tracking for prompts/tokens.
- Transparent allocation for multiple users under one company

## 6. Calendar & Event Management

- Add events, interviews, and meetings to the calendar.
- Smart scheduling for multiple users in the company.
- (Upcoming) Notifications & reminders for important events.

## 7. Collaboration Tools

- Multi-user login for teams.
- Company-based access with roles like Admin, Recruiter, Super Admin.
- Share candidates, jobs, and feedback inside the platform.

## 8. Storage & File Management

- Upload, parse, and securely store resumes.
- Store job descriptions (original + AI summary).
- Download candidate resumes and JDs directly.



# Plans & Prompts

## Plans & AI Prompt Usage

Ruter comes with flexible subscription plans designed for different team sizes and hiring needs. Each plan includes a fixed number of AI prompts that your company can use for resume parsing, JD summarization, and AI matching.

### Lite Plan

- Users: Ideal for small teams
- AI Prompts: 10 per company

### Pro Plan

- Users: Growing teams
- AI Prompts: 25 per company

### Premium Plan

- Users: Large organizations
- AI Prompts: 50 per company
- 

### How Prompt Usage Works

- Every AI action (resume parsing, JD summarization, JD-resume matching) consumes tokens.
- Token usage is automatically tracked for your company.
- Prompts are shared across all users in your company account.

# FAQs

## What is Ruter?

Ruter is an AI-powered recruitment platform that helps companies manage resumes, job descriptions, and candidate matching efficiently. It leverages AI for parsing resumes, summarizing JDs, and matching candidates automatically.

## How do AI prompts work?

Every AI action—like parsing a resume, summarizing a job description, or matching a candidate—consumes a prompt. Your subscription plan defines the total number of prompts available per month. Prompts are shared among all users in your company account.

## Can I see how many prompts my company has left?

Yes! Ruter provides a dashboard showing the remaining prompts for your plan. Admins can monitor usage for all users.

## How do I add a new job description?

- Go to the Job Descriptions tab.
- Click Add JD.
- Upload your file (PDF/DOCX) or paste the JD text.
- Ruter will parse and summarize the JD while storing the original file for download.



# FAQs

How does Ruter notify about events and follow-ups?

Ruter includes a Calendar for events like interviews or follow-ups. Users receive notifications at the scheduled time, ensuring no task is missed.

Can multiple users share the same company account?

Yes! Users in the same company share prompts, job descriptions, and resumes. Admins can manage all users and monitor usage.

Is my data secure?

Absolutely. Ruter stores all files and sensitive information securely using encrypted cloud storage. Access is controlled based on roles (Admin, Recruiter, Superadmin).

What happens when I reach my prompt limit?

Once your company hits the prompt limit for the month, AI actions will be paused. You can either wait for the next month or upgrade your plan to increase prompt allocation.

# SUPPORT

## Contact Support

If you encounter any issues while using Ruter, you can reach out to our support team via:

- Email: [Connect@worksymphony.co](mailto:Connect@worksymphony.co)

## Support Availability

Our support team is available:

- Monday to Friday: 9:00 AM – 6:00 PM (IST)
- Saturday: 10:00 AM – 2:00 PM (IST)
- Sunday & Holidays: Limited support via email only

## Common Issues & Solutions

Unable to log in

Ensure correct credentials. Reset password if needed.

AI prompt not working

Check your remaining prompts in the dashboard.

Job description not parsing

Ensure JD file is PDF/DOCX and not corrupted.

File download issues

Clear browser cache or try a different browser.

**Thankyou**